

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief receives, processes and files records and reports of the department and maintains scheduled appointments for the Police Chief. The incumbent of this class acts as a receptionist for the Police Chief. The Secretary to the Police Chief works independently in most areas with general instructions from the Police Chief who supervises and reviews the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types letters, forms, memos, and statements.

Selects and handles any routine correspondence or request on own initiative; composes letters from written or oral directions by the Police Chief; writes routine correspondence.

Completes forms such as personnel action forms, and payroll authorization forms; keeps records as required, such as annual, sick, or compensatory leave earned or taken by employees of the department.

Makes and answers telephone calls; screen the Police Chief's calls by handling routine questions or requests; screens the Police Chief's visitors to determine their business or directs them to other offices or individuals that can help.

Schedules appointments for the Police Chief; reminds the Police Chief of all appointments, meetings, etc.

Sets up a filing system; revises such system when necessary. Files correspondence, cards, forms, and records in files; retrieves information or documents from files.

Receives, sorts, and distributes mail and other material. Operates office equipment such as computers, type writers, copy machines, fax machines, and calculators.

Accounts for the money and assets of the divisions of the department (Narcotics, Inmate Banking, Evidence Account, City Court Subpoena Account, and Petty Cash Account). Determines account codes, makes all deposits, and records and balances accounts monthly. Assist the Police Chief with preparing the department budget by compiling information to be used. Participates in annual audit of the department. Maintains supplies, prepares purchase requisitions, order supplies and equipment, and distributes them as necessary.

Performs any related duties as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

The applicant must be not less than eighteen (18) years of age.

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	10-28-99
	10-28-10
	08-31-14